



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

Expires 2 January 2004

REPLY TO
ATTENTION OF:

ATZK-PTS (350)

2 January 2002

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments This Headquarters

SUBJECT: USAARMC Policy Memo No. 1-02 – Delinquent G3/Training Support Center (TSC)
Sub-Hand Receipt Inventories and Updates

1. References:

- a. AR 735-5, Policies and Procedures for Property Accountability, 31 Jan 98.
- b. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level, 31 Oct 97.
- c. DA Pam 710-2, Using Unit Supply System (Manual Procedures), 31 Dec 97.

2. All Visual Information (VI) and Training Aids, Devices, Simulators, and Simulations (TADSS) sub-hand receipts from the G3/TSC must be updated throughout the year. As part of the A-76 process, the G3/TSC will convert to either a Most Efficient Operation (MEO) or Contract Operation in the 1st quarter FY03. Units who have not updated their sub-hand receipts will affect the accuracy and completion of the 100 percent inventory done prior to the A-76 conversion process.

3. To ensure accomplishment of sub-hand receipt updates, the following policy is established:

- a. The sub-hand receipt must be inventoried, updated, and signed within 30 calendar days after notification of sub-hand receipt update from G3/TSC. Updates are also required when there is a change of commander or appointed sub-hand receipt holder.

- b. Failure to accomplish the requirement in paragraph 3a will result in a suspension of requisitioning authority for the delinquent sub-hand receipt account until it has been updated and signed. Suspension will be automatic and no additional notification of delinquency and suspension will be provided. Suspension of requisitioning authority also includes temporary loan requests from the Training Aids, Audiovisual, and MILES Distribution Sections. Requests for exception of this policy to receive temporary loans of equipment from G3/TSC must be forwarded to the G3/Director of Plans, Training, and Mobilization (G3/DPTM).


ATZK-PTS

SUBJECT: USAARMC Policy Memo No. 1-02 – Delinquent G3/Training Support Center (TSC)
Sub-Hand Receipt Inventories and Updates

c . Failure to satisfy, within 60 days, the requirement in paragraph 3b or clearing the unit's hand receipt by returning the property to TSC will be considered a loss of property accountability and will result in a Report of Survey being initiated by G3/TSC against the sub-hand receipt holder.

4. POC for the action is Mr. Robert Carter, TSC, G3/DPTM, Telephone: COM 502-624-4946, DSN 464-4946, e-mail robert.carter@knox.army.mil.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read 'Robert T. Gahagan', with a long horizontal flourish extending to the right.

ROBERT T. GAHAGAN

Colonel, GS
Chief of Staff

DISTRIBUTION:

C plus

25 - ATZK-PTS

CF:

DCG, USAARMC

CDRS, Fort Knox Partners in Excellence